

TICKET & PASS DONATION POLICY

Effective Date:	
Revision Date:	
Subject:	Park & Recreation Ticket & Pass Donation Policy
Distribution:	Park & Recreation Committee, Park & Recreation Divisions, City Clerk's Office
No. of Pages:	1

It is assumed or recognized that, under any of the scenarios listed below, donations of tickets and/or passes would generate some advertising for the department(s) involved and would potentially bring in new customers. A maximum of one donation per event/organization would be allowed per calendar year.

Types of events:

1. 100% of event profits given to a City Department(s)

Maximum donation of one Family Combo Season Pass for the Aquatic Center/Mini-Golf facility or its equivalent value (\$325 in 2016)

2. A portion of the event profits given to a City Department(s)

Maximum donation of one single Aquatic Center pass or its equivalent value (\$100 in 2016)

3. No event funds given to a City Department(s) but event funds benefit non-profit civic organizations based in the City of Manitowoc

Maximum of 10 buy one, get one tickets given (\$70 maximum in 2016 for Aquatic Center/Mini-Golf Combos)

4. No event funds given to a City Department(s) but event funds benefit for-profit or non-profit organization(s) based outside of the City of Manitowoc or individual(s)

No donations given.

The City Clerk or the Recreation Division Manager is authorized to respond to donation requests based on the criteria listed above and send a report to the Park & Recreation Committee quarterly.



City of Manitowoc

15-1118
900 Quay Street
Manitowoc, WI 54220
www.manitowoc.org

Meeting Minutes Parks & Recreation Committee

Tuesday, September 22, 2015

5:30 PM

Council Chambers

1. Call to Order

Alder Sladky called the meeting to order at 5:31 p.m.

2. Roll Call

Present: 4 - Sladky, Schema, Sitkiewitz and McMeans

Staff: 5 - Koski, Scheinoha, Birr, Dorow and Larson

Also Present M. Fickett

3. Approval of Minutes

15-955 Minutes from the August 25, 2015 Park & Recreation Committee meeting.

Attachments: 15-955 Park & Rec minutes 08-25-15

Moved by Sitkiewitz, seconded by McMeans, to approve the minutes. The motion carried by the following vote:

Aye: 4 - Sladky, Schema, Sitkiewitz and McMeans

4. Discussion and Action Items

15-1021 Request from Mindy Fickett for the City to purchase and install an Expression Swing, preferably at Henry Schuette Park.

Attachments: 15-1021 Expression Swing Request

15-1021 Game Time Expression Swing

M. Fickett was present to discuss a swing she would be interested in seeing installed at a park. C. Scheinoha said he thought the Community Playground would be a good fit and this could be a possibility with replacement of a lap swing. Swings start at \$995. Alder McMeans said it would be an interesting concept for families. He was wondering if there is any other equipment in need of replacement. Should we think of this more as a project? C. Scheinoha said he does have a list of repairs that could be done as well. Alder Sitkiewitz said it would be a nice enhancement to the park and would like to see it as part of a replacement strategy rather than an addition. No action was taken.

Committee recommended assessing replacement needs, repairs and maintenance that needs to be done and bring a plan back to the committee.

15-878 Request from a citizen to fly the U.S. flag at the Burger Boat and Manitowoc Shipbuilders Company Parks

Attachments: 15-878 Request to fly US flag
15-878 Flag expenses
15-878 Hubbartt estimate

C. Scheinoha received an estimate for electrical with appropriate lighting. At one time there was lighting for the flags that had been capped off. If the conduit for the power is ok, should be significantly less than the estimate to get operational.

Alder Sladky asked about a donation that the Mayor received to fly flags. That donation was for flags for the downtown utility poles. Alder Sladky asked if anyone knew of any groups to sponsor these flags. Alder McMeans recommended American Legion or talk with the Mayor to find out if any groups would be interested. Alder Schema asked about lowering flags and C. Scheinoha said there would be added maintenance to lower flags. No action was taken. Staff should bring back to the committee if a funding source is found.

15-979 Request from Big Brothers Big Sisters of Manitowoc County to provide a "Big Deal" for the Manitowoc Family Aquatic Center or Manitowoc Mini-Golf to their matches.

Attachments: 15-979 Big Bro Big Sis Request

Discussion was held on donations and the concept of buy one get one free. Alder McMeans recommended offering Big Brothers/Big Sisters 25 buy one admission get one free. Seconded by Alder Schema. Committee asked to have a spot for name of who used the ticket. Also requested a report at the end of the season with how many tickets were given out and who took advantage of them and who did not.

The motion carried by the following vote:

Aye: 4 - Sladky, Schema, Sitkewitz and McMeans

15-1011 Request from St. Francis of Assisi Parish for a donation for their International Food Fair fundraiser on November 7, 2015 for their Catholic school.

Attachments: 15-1011 Donation request from St Francis

Moved by Sitkewitz, seconded by Schema, that this Request be placed on file.
The motion carried by the following vote:

Aye: 4 - Sladky, Schema, Sitkewitz and McMeans

15-1022 Request to acquire two North American bears for the Lincoln Park Zoo and use monies from the donation tube fund for the acquisition and transportation expenses.

Attachments: 15-1022 Request donation tube \$ for bears

D. Koski informed the Committee that the bears were placed at a rescue facility

In Indiana. We were not able to act as quickly as the rescue facility. The committee suggested D. Koski bring back a policy to be put in place that in the future when animals are available that D. Koski would be allowed to act on it within some parameters rather than having to wait for committee approval. We will continue to pursue the possibility of acquiring two black bears. Motion Sitkiewitz, seconded by Schema to place on file. The motion carried by the following vote:

Aye: 4 - Sladky, Schema, Sitkiewitz and McMeans

15-1023 Recommended location and equipment for Silveridge Park playground

Attachments: 15-1023 Silveridge equip & location

The Committee was in favor of location #1 for playground equipment. Motion by Sitkiewitz, seconded by Schema for playground equipment to be placed at location #1. C. Scheinoha said we could hold off on wheelchair access ramp and plastic brick border to keep costs at \$30,000 unless a donor for that portion is found. The Committee was in favor of this recommendation. Motion by Sitkiewitz, seconded by Schema to approve option #1 for placement of the playground equipment. The motion carried by the following vote:

Aye: 4 - Sladky, Schema, Sitkiewitz and McMeans

15-680 Operation, rules and policies for the Manitowoc Family Aquatic Center and the Manitowoc Mini-Golf Course.

Alder Sladky asked to have year end numbers for the next meeting. D. Larson said she could have those ready. Alder McMeans said once we get those numbers we could have further discussion about operations for next year.

D. Koski said he has met with A. Fricke-Wiegel and she has some interesting ideas. He will compile information he has for next month. Alder McMeans is requesting operational numbers, by day, week and month.

15-876 Forestry Action Plan, including Tree Maintenance and Removal Priority Policy and revised Street Tree Removal Policy

Attachments: 15-876 Forestry Action Plan

15-876 Tree Maintenance & Removal Priority Policy

15-876 Street Tree Removal Policy

Motion by McMeans, seconded by Sitkiewitz to approve the policy. The motion carried by the following vote:

Aye: 4 - Sladky, Schema, Sitkiewitz and McMeans

5. Adjournment

The meeting was adjourned.